Helen Botham
Sounds for Literacy
606/1 Roy Street
Melbourne 3004
Victoria
Australia
helen&soundsforlioteracy.com.au
0447 018 224



## **PRIVACY POLICY**

Helen Botham's Sounds for Literacy is a small business whose primary aim is to improve literacy teaching through the use of Cued Articulation. It values the privacy of its customers and website visitors.

Your details, such as email address, postal address. organisation details and telephone numbers, will only be recorded if you make a purchase, or request information. The information is only stored to enable Sounds for Literacy to interact with you and provide a requested service.

Your details will not be shared or disclosed to anyone else without your consent, and will only be used for the purpose you have provided them for. Information would only be shared with a third party if you consent to disclosure or if we are compelled and authorised by law to do so.

If you do provide information, it is stored in such a way that your personally identifiable information is protected from loss or misuse - no information is stored online or accessible through the internet.

When you visit the Sounds for Literacy website, information about your visit is logged in the interests of administering and improving the site. Information collected includes: server address, date and time of visit, how you located the site, pages you visited and services you used during your visit. This information is anonymous and does not identify any individual. No attempt will be made to identify you from this information.

The Sounds for Literacy website does provide links to third party websites outside the organisation's control. No responsibility for their activities is accepted by Sounds for Literacy.

From time to time, Sounds for Literacy may review and update its privacy policy and approach. Should this happen, revised versions of the privacy policy will be made available on the Sounds for Literacy website.

Sounds for Literacy's approach to privacy adheres to the Australian Government's National Privacy Principles. You can obtain more information on Australia's approach to privacy from the Office of the Australian Information Commissioner's website. If you have any questions about the Sounds for Literacy's Privacy Policy, wish to access your information held, wish to correct your information held, or have a complaint, please contact Helen at helen&soundsforliteracy.com.au.